

30 April 2024

Information Rights & Compliance Team
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Our Ref: FOI/05088 / 2

Thank you for your request concerning Mid Essex Talking Therapy (METT) Data Protection documents.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

Please accept our apologies for not responding fully to your initial request. We responded to the question held within the body of your email, rather than the questions on the attachment.

- 1. Please provide any recorded information specific to METT which sets out how METT ensures that data protection principles are adhered to. This should include policy/procedure documents, DPIA, staff guidance and any other relevant recorded information.**

As explained in our previous response METT do not have a specific data protection policy¹. Although not requested but under Section 16 Duty to provide advice and assistance, please see attached the Trusts Information Governance Policy.

In addition, please follow this [link](#) to our Protection and Personal Data statement located on our website².

- 2. When METT communicates with third parties about a patient's health (e.g. the patient's GP), please provide any recorded information showing the safeguards which are in place to ensure that these communications are checked for accuracy. This may be covered by your response to point 1 above.**

Please see the information provided under question 1.

- 3. Please provide any recorded information on the training given to METT staff on data protection.**

All HPFT staff are required to complete the mandatory Information Governance and Data Security training annually.

This training is provided by eLearning for healthcare (elfh) via NHS England and may be subject to copyright.

¹ Section 1(1) Any person making a request for information to a public authority is entitled (a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and (b) if that is the case, to have that information communicated to him.

² Section 21 – Information is available through other means

Description of Learning

This e-learning session meets the statutory and mandatory training requirements and learning outcomes for Data Security Awareness Level 1 in the UK Core Skills Training Framework (UK CSTF).

For those working in Social Care, this session will fulfil requirements in relation to the Data Security Protection Toolkit and give a level of understanding of responsibilities relating to data security.

This session is also aligned to the new data security standards that came out of the National Data Guardian's 2016 review. It, therefore, meets the requirement for Level 1 staff training in data security.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

